

**City of Takoma Park Maryland**  
**LANDLORD CERTIFICATION PROGRAM**

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The *Takoma Park City Code Chapter 6.08.040(B)1* requires the owners of rental housing properties or their agents to be certified by the City prior to the issuance of any rental housing license. The intent of the City Council in the establishment of this requirement was to provide landlords and their agents with a working knowledge of the laws governing the management, operation, maintenance, and sale of rental housing property in Takoma Park.

To obtain certification, one of the following must be satisfied by individuals owning and/or operating rental housing property within Takoma Park. The certification may be held by either the property owner or their agent and must be renewed every three (3) years.

Individuals seeking this certification must satisfy one of the following requirements:

- **CERTIFICATION SEMINAR**

Property owners or their agents may choose to attend a ninety (90) minute seminar offered by the City of Takoma Park's Housing and Community Development Department. To qualify for certification under this option, participants must show proof of identification and attend the entire seminar.

A listing of seminar dates is attached. Participants must be preregistered.

- **CERTIFICATION EXAMINATION**

Alternatively, landlords and property managers may choose to take a written exam. The open book test will consist of multiple choice and true false questions covering a wide range of topics including, licensing requirements, property maintenance code, landlord tenant relations ordinance, rent stabilization, the Commission on Landlord Tenant Affairs (COLTA), and the first opportunity to purchase ordinance. To obtain the required certification, 90 percent of the questions must be answered correctly. The exam may be taken up to two times during any one month period.

The exam can be obtained by contacting the Housing and Community Development Department at 301.891.7225 during regular work hours. The exam is also available on-line and can be found at the City of Takoma Park's web site.

For more information on the Takoma Park Landlord Certification program, please contact

Housing and Community Development Department  
Code Enforcement Division  
7500 Maple Avenue  
Takoma Park, MD 20912  
301.891.7255  
[www.takomaparkmd.gov](http://www.takomaparkmd.gov)